

BIBLIOGRAPHY

Among a secretary's basic tools are the U. S. Government Printing Office Style Manual and a good dictionary. Many Government secretaries also need the Official Congressional Directory and the U. S. Government Organization Manual. Good references on grammar, writing, editing, and secretarial practices are useful. When authorities differ on editorial practices, the Government Printing Office Style Manual is followed.

BOOKS

Becker, Esther R. How to be an Effective Executive Secretary. New York: Harper and Row, 1962.

A discussion of an executive secretary's career - what it involves and how to succeed at it. Not a manual of day-to-day office practice.

Doris, Lillian and Besse May Miller. Complete Secretary's Handbook. Englewood Cliffs, New Jersey: Prentice Hall, Inc., 1962.

A reference text on techniques for usual and advanced secretarial duties, letterwriting, supervisory relations, etc., including a bibliography of basic sources of information (encyclopedias, fact books, atlases, dictionaries, and specialized business and Government references).

Engel, Pauline. Executive Secretary's Handbook. Englewood Cliffs, New Jersey: Prentice Hall, Inc., 1965.

An introduction for the office worker going into the executive secretarial field. How to become an effective secretary.

Gavin, Ruth E., and E. Lillian Hutchinson. Reference Manual for Stenographers and Typists. New York: Gregg Publishing Division, McGraw-Hill, 1961.

A handbook on dictation, transcribing, typewriter use, letterwriting, telegrams, spelling, capitalization, punctuation, grammar, and typing formats.

Gregg, John R. Applied Secretarial Practice. New York: McGraw-Hill, 1962.

Covers the whole field of secretarial duties in basic fashion, with many questions and problems at the end of each chapter to check on a reader's progress.

Handbook of Advanced Secretarial Techniques. Prepared by the editorial staff of Prentice-Hall, Inc. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1962.

A more advanced treatment of the many tasks that distinguish a "girl Friday" from a clerk-stenographer; such as arranging for travel, conducting fund drives, budgeting, designing forms, preparing copy for the printer, etc.

Hutchinson, E. Lillian and Ruth E. Gavin. Reference Manual for Stenographers and Typists. New York: Gregg Publishing Division, McGraw-Hill, 1961.

A handbook on dictation, transcribing, typewriter use, letterwriting, telegrams, spelling, capitalization, punctuation, grammar, and typing formats.

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A thorough, wide-ranging reference manual on all phases of office practice.

Miller, Besse May and Lillian Doris. Complete Secretary's Handbook. Englewood Cliffs, New Jersey: Prentice Hall, Inc., 1962.

A reference text on techniques for usual and advanced secretarial duties, letterwriting, supervisory relations, etc., including a bibliography of basic sources of information (encyclopedias, fact books, atlases, dictionaries, and specialized business and Government references).

Perrin, Porter G. Writer's Guide and Index to English. Chicago, Ill.: Scott Foresman and Co., 1965.

A reference and guidebook that presents a realistic description of current American English usage and style. Can be considered a complete course in English composition as well as a handy reference manual.

Price, Miles O. A Practical Manual of Standard Legal Citations.
New York: Oceana Publishing Co., 1958.

Rules for and examples of citations of authority for lawyers, law students,
and teachers.

Seven Keys to Better, Faster Typing. Washington: U.S. Government
Printing Office, 1958.

A typist's guide to improving typing techniques, planning the work, correct-
ing mistakes, and caring for the typewriter.

Shaffer, Virginia and Harry Shaw. McGraw-Hill Handbook of English.
New York: McGraw-Hill, 1960.

A text and reference manual "designed to help the student build the skills
he needs to express himself with clarity, ease, and appropriateness . . .
American English as it is actually used by careful speakers and writers."

Shaw, Harry and Virginia Shaffer. McGraw-Hill Handbook of English.
New York: McGraw-Hill, 1960.

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Funk & Wagnall's New College Standard Dictionary. New York: Funk & Wagnall's, 1963.

Key to correct spelling, division, and meaning of words, emphasizing visual identification of word parts through typography.

General Stores Stock Catalog. Washington: General Services Administration, Annual.

A catalog of supply items for sale to Government Agencies through the Federal Supply Service, GSA.

National ZIP Code Directory. Washington: Post Office Department, Post Office Department Publication 65, 1967.

Lists ZIP Codes for all U.S. cities and towns and Government Agencies located in Washington, D.C.

Official Airline Guide, Monthly.

Gives complete schedules and fares for all U.S. airlines.

Official Congressional Directory. Washington: U.S. Government Printing Office, Annual.

Contains (1) names and addresses of Members of Congress, biographical sketches, and committee assignments; (2) names, titles, and addresses of chief officers of agencies of the executive branch, judicial branch, and District of Columbia; (3) names of foreign diplomatic representatives and the location of foreign consular offices in the United States; (4) names of U.S. diplomatic representatives abroad and the location of U.S. consular offices; and (5) names of members of press galleries.

Random House Dictionary of the English Language. Jess Stein, ed., New York: Random House, 1966.

A new approach in dictionaries. One that reflects a compromise between the authoritative and premissive approaches to language usage.

Roget's International Thesaurus. Christopher O. S. Mawson, ed., New York: Thomas Y. Crowell Co., 1962.

The complete book of synonyms and antonyms in American and British usage. Basic classification of words by ideas, giving not only synonyms of a word but all related words and expressions. (Also available in dictionary form.)

Standardized Government Travel Regulations. Washington: Bureau of the Budget, 1965.

Presents the regulations governing the travel of civilian Government employees.

Telephone Directories (city and agency), Annual.

United States Government Organization Manual. Washington: U.S. Government Printing Office, Annual.

Describes the purposes, functions, and operations of each agency of the Federal Government and lists executive personnel. Appendix B shows representative publications of Government agencies. Appendix C gives a key to subjects in the Code of Federal Regulations.

U.S. Government Printing Office Style Manual, and Word Division Supplement. Washington: U.S. Government Printing Office, 1959.

Standard Government guide for preparing and editing copy to be printed. Contains Government standard practices for capitalizing, spelling, compounding, punctuating, and abbreviating, with suggestions and instructions to authors and editors. A pocket-sized supplement giving basic rules of word division and examples of more than 12,500 words divided into syllables is also available.

Webster's Dictionary of Synonyms. Springfield, Mass.: G. & C. Merriam, 1951.

Alphabetically arranged list of words with suggested synonyms and references to antonyms.

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PERIODICALS

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